



**COLORADO**

Department of  
Higher Education

1560 Broadway, Suite 1600  
Denver, CO 80202

John Hickenlooper  
Governor

Lieutenant Governor Joseph A. Garcia  
Executive Director

## **Position Announcement: Director of Student Affairs**

Job Posting Closes: July 21, 2014

### **The Department**

The mission of the Colorado Department of Higher Education (CDHE) is to improve the quality of, ensure the affordability of, and promote access to postsecondary education for the people of Colorado. In pursuing its mission, the Colorado Department of Higher Education will act as an advocate for the students and institutions of postsecondary education and will coordinate, and as needed, regulate the activities of the state's postsecondary education institutions.

### **The Position**

This position is partially grant funded. The Director of Student Affairs reports to the Chief Student Success & Academic Affairs (SS&AA) Officer. The primary role of the Director is to work with institutions on student progression, retention, completion, and success by enhancing the student's experience outside the classroom in support of his/her academic goals. The Director will design, implement, and monitor public policies related to the statutory responsibilities of the Colorado Commission on Higher Education with regard to student admission, student services, and P-20 alignment. The Director promotes collaboration among multiple stakeholders across the P-20 sectors.

The Director provides staff oversight for the Colorado Challenge,\* a partnership program that is targeted to improve college completion rates for students who are traditionally underrepresented; and provides thought leadership for the state and institutions in advancing strategies that support "Guided Pathways to Success" (GPS), such as better informed choices, intrusive advising, and other "wrap-around" services that have been shown to result in greater student success. The director will work closely with the Director of Academic Affairs and other CDHE divisions (Research/Data and Advocacy/Outreach) to advance essential elements of GPS, such as default pathways, meta-majors, academic maps, and analytics-based decision making. The Director provides peer support within the SS&AA division made up of the following teams: Gear Up, Academic Affairs, and Student Affairs.

### **Policy Development and Communications**

- Responsible for planning, development, implementation, and evaluation of the state's admissions and P20 alignment policies.
- Maintains updated CCHE policies and Department procedures that reflect statutory changes and Governor's policy changes.
- Collaborates with public institutions in developing and implementing new policy and communicates broadly to stakeholders (including students and parents) affected by these changes. Supports a culture that encourages dialog internally among department staff and with external partners.

- Serves as liaison to various partners including institutional student affairs personnel (admissions, advisors, registrars); high school administrators and counselors (e.g., Colorado Council on High School and College Relations; Counselor Corps Advisory Board); Colorado Department of Education working groups (e.g., Graduation Guidelines, PWR Endorsed Diploma); and public and private student access initiatives.
- Convenes joint CAP4K meetings, Student Affairs Council, Admissions Council, and will initiate development of an Advisors Council.
- Works with CollegeInColorado in development of a web-based “admissions” planning tool & provides training statewide for high school counselors, parents, and students on the new admissions policy.
- Supports and grows the Colorado Challenge to continuously improve its success and help blend its work with the Colorado Opportunity Scholarship Initiative (COSI).
- Other duties as assigned by the Chief SS&AA Officer, Chief Operating Officer, or Executive Director.

### **Management and Supervision**

- Supervises the Director of College Access & Success (i.e., Challenge Program Director) who provides oversight for a staff of eight FTE.
- Provides budgetary oversight and management of the general fund budget for Student Affairs and the \$5 million, 5-year Challenge program.
- Works to align resources more closely with the department’s vision.

### **Minimum Qualifications:**

- Master’s degree in education, higher education, or related field with five years of progressive administrative experience in a postsecondary or related setting.
- Excellent project management and organizational skills.
- Excellent interpersonal and written communication skills and public relations skills.
- Passion and experience working with diverse populations, including socially and economically disadvantaged, low-income, first-generation and/or minority students.
- Experience with academic, career, and student services advising at pre-collegiate and collegiate levels.
- Experience with policy development.
- Ability to work effectively and diplomatically with groups of faculty, staff, and students.
- Experience with Microsoft Office, including Word, Excel, and PowerPoint.
- Some travel required.

### **Preferred Qualifications:**

- Knowledge of college organization, policies and procedures, including academic and student affairs.
- Experience with student affairs, admissions policy, K-12 education system, and P-20 alignment.
- Knowledge of postsecondary preparedness, admissions, enrollment management and registration procedures, including financial aid and financial literacy.

- Knowledge of college placement, entrance tests, assessments, and state standardized tests.

**Salary Range:**

\$75,000 - \$80,000

**Anticipated Start Date:**

August 18, 2014

**This position is non-classified and exempt from the rules of the Colorado State Personnel Board. Employment is contingent upon successful completion of a criminal background check.**

**Application Procedures**

To be considered for this position, candidates must possess the essential qualifications listed above and submit a complete application package, which includes the following:

1. **Letter of Application**
2. **Resume or Vitae**
3. **Three Employment References**

**Submit your completed application materials to:**

Cindy Langan  
Human Resource Director  
Colorado Department of Higher Education  
1560 Broadway, Suite 1600  
Denver, CO 80202  
[clangan@college-assist.org](mailto:clangan@college-assist.org)

**The Colorado Department of Higher Education is an Equal Opportunity employer. In compliance with federal and state anti-discrimination laws, the Department does not discriminate in matters of employment based on disability, race, creed, color, sex, sexual orientation, transgender status, religion, age, national origin, or ancestry.**

\*The **Colorado Challenge** is a partnership program that is targeted to improve college completion rates for students who are traditionally underrepresented. Colorado GEAR UP, Daniels Fund, and the Denver Scholarship Foundation partnered with Adams State University, Colorado State University in Fort Collins and Pueblo, and Metropolitan State University to pool expertise and resources. The Colorado Challenge provides wrap-around services from high school diploma to college degree in a pilot that strives for four year degree completion. The goal is to create an effective and cost efficient model that can be replicated across the state.